

## MANSFIELD TOWNSHIP COMMITTEE MEETING

January 11, 2017

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star-Gazette and the Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Salute to the flag was done by all.

### APPROVAL OF THE MINUTES:

Mrs. Mora Dillon made a motion to approve the minutes of the Reorganization meeting held on January 2, 2017 with the requested changes, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

### BILL LIST:

Mrs. Mora Dillon made a motion to approve the bill list, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

### CLERKS REPORT:

Ms. Hrebenak stated that she has raffle licenses and a pocketbook bingo application for Mansfield Township PTA that are in order so a motion is needed to approve.

Mr. Misertino made a motion to approve the raffle and bingo applications for the Mansfield Township PTA to be held on May 6, 2017 between the hours of 6pm and 10pm, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Hayes made a motion to approve the Mayor signing the contract with Pennoni for the DPW generator bid package to be prepared, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Ms. Hrebenak stated that the Committee has been given citizen involvement applications for Economic Development and also a resignation from the Environmental Commission and the Land Use Board.

Ms. Hrebenak stated that the Township Committee has also been given Professional Services Agreements from the Architect for the Mount Bethel Church project and also for the roof project at the Municipal Building there is one other Architect that will be presenting a proposal for the roof work at the Municipal Building.

Ms. Hrebenak also stated that she has a request from the NJDOT to have a preconstruction meeting for the work that will be done on Route 57 from Port Murray Road to Claremont Road beginning in the spring. The request is to schedule a meeting to be held between February 21-24 with the Police Chief, the Clerk, the Supervisor of Public Works, the Mayor, the Engineer, and the liaison to Public works.

#### FINANCE REPORT:

Mrs. Fascenelli stated that there was nothing to report.

#### EMPLOYEES REPORTS:

Mrs. Fascenelli stated that there was nothing to report.

#### ENGINEERS REPORT:

Mr. DiSessa stated that he will be working on the bid package for the DPW generator grant.

Mr. DiSessa stated that he has been in contact with Mr. Finelli's office to go through the transition from one engineer to another.

#### PUBLIC PORTION:

Don Proefrock asked what the latest is with the salt shed.

Mr. Hayes stated that the plastering is done and the asphalt is done and we are waiting for the rain.

Mr. Proefrock asked why we don't ask the fire department to assist us with testing the salt shed.

Scott Minter, 545 Mount Bethel Road, asked about the salt shed and the fixes that have been done and also the money that was spent.

Mr. Watters stated that he felt that with the fixes the building should be usable.

Michael Mirsky, 284 Main Street, asked for a written request of support that his home is being illegally set up for sheriff's sale and went through the dates and procedures of what is being done with his home.

Brian McKeivitt, Blau Road, explained his issues with the property by his home.

Mr. DiSessa stated that he will go out and inspect the property in question.

Ms. Griggs read her letter dated January 9, 2017 into the minutes.

Ms. Griggs told Mr. McKeivitt that there was no forward movement from the previous meeting and there would not be in two weeks.

Ms. Griggs spoke to Mr. Proefrock and Mr. Minter in reference to the Salt shed.

Ms. Griggs asked about the status of the Salt shed and what the fixes have been thus far.

Mr. Hayes explained that the fixes thus far have been \$1600.

Ms. Griggs asked Mr. DiSessa what he feels needs to be done with the Salt Shed.

Mr. DiSessa stated that his office had given a recommendation on the Salt shed and he would need to get himself up to date to review what was done and what needs to be done.

Dawn Smith, 325 Mount Bethel Road, spoke to the Township Committee in reference to the Economic Development and Environmental Commission happenings. a Watershed Ambassador will be at the Environmental Commission meeting on February 15, 2017.

Mr. Misertino spoke to Ms. Griggs and explained that he felt that she did a phenomenal job with EDAC and that he hopes that she will reconsider in the future to join.

Mr. Misertino stated that there were three citizen envelopment applications for EDAC and hopefully we can get those people appointed to fill that committee tonight.

Mr. Misertino stated that he believes that in the past our DPW supervisor looked up the regulations for millings and if they are put down they need to be capped.

#### RESOLUTION:

#### **RESOLUTION # 2017- 31 TO AUTHORIZE AND APPROVE SALARIES AND WAGES FOR CERTAIN EMPLOYEES**

**WHEREAS**, Ordinance Numbers 2016-13 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren that the following named employees shall be compensated for the year 2017, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Joseph Watters	Mayor	\$ 600.00
Ronald Hayes	Deputy Mayor	\$ 259.00
Desiree Mora Dillon	Committee Member	\$ 4,740.00
Ronald Hayes	Committee Member	\$ 4,740.00

Shirley Kocher	Committee Member	\$ 4,740.00
Michael Misertino	Committee Member	\$ 0
Joseph Watters	Committee Member	\$ 4,740.00
Dena Hrebenak	Municipal Clerk	\$58,667.28
Dena Hrebenak	Insurance Fund Commissioner	\$ 1,500.00
Dena Hrebenak	Elections Officer	\$ 200.00 / election
Dena Hrebenak	Assessment Search Officer	\$ 1,000.00
Dena Hrebenak	Stipend	\$ 1,000.00
JoAnn Griffith	Deputy Clerk	\$ 31,135.50
Charles Daniel	Chief Municipal Financial Officer	\$ 73,950.00
JoAnn Fascenelli	Deputy Treasurer	\$ 9,000.00
JoAnn Fascenelli	Deputy Tax Collector	\$ 33,229.06
JoAnn Fascenelli	Certified Recycling Professional	\$ 2,100.00
JoAnn Fascenelli	Clean Communities Coordinator	\$ 1,400.00
JoAnn Fascenelli	Stipend	\$ 1,000.00
Bernard Murdoch	Certified Tax Assessor	\$ 24,922.69
Bernard Murdoch	Certified Lists	\$ 620.00
Patti Zotti	Land Use Board Secretary	\$ 17,214.01
Ruth Pante'	Environmental Commission Secretary	\$ 1,054.60
Ruth Pante'	Open Space/Historical Secretary	\$ 286.04
Robert Griffith	Emergency Management Director	\$ 2,000.00
Rich Heurich	Deputy Emergency Mgt. Director	\$ 534.00
Keith Beam	Machine Operator	\$ 54,793.98
John Tate	Machine Operator	\$ 54,793.98
Harry Appleby, Jr.	Machine Operator	\$ 54,793.98
Edward Watters	Machine Operator	\$ 54,793.98
Keith Beam	Recycling Attendant	\$ 35.18/Hr.
John Tate	Recycling Attendant	\$ 35.18/Hr.
Harry Appleby, Jr.	Recycling Attendant	\$ 35.18/Hr.
Edward Watters	Recycling Attendant	\$ 35.18/Hr.
Joan Kries	Police Secretary	\$ 40,662.02
Michael Reilly	Chief of Police	\$107,985.85

Shawn Bates	Sergeant	\$ 96,532.00
Patrick Kirchner	Sergeant	\$ 96,532.00
James MacDonough	Sergeant	\$ 96,532.00
James Hikade	Sergeant	\$ 96,532.00
Anthony Sillett	Sergeant	\$ 96,532.00
Jeffrey Gilbert	Patrolman	\$ 90,906.00
Steven Browns	Patrolman	\$ 90,906.00
Steven Browns	Sergeant	\$ 96,532.00 1-Feb-17
Michael Citarelli	Patrolman	\$ 74,024.00 1-Jan – 17-Jan
Michael Citarelli	Patrolman	\$ 79,719.00 18-Jan – 31-Dec
Joseph Mathews	Patrolman	\$ 74,024.00 1-Jan – 31-Sept
Joseph Mathews	Patrolman	\$ 79,719.00 1-Oct – 31-Dec
Michael Camerata	Patrolman	\$ 62,636.00 1-Jan – 15-Oct
Michael Camerata	Patrolman	\$ 68,330.00 16-Oct – 31-Dec
Michael Madonna	Patrolman	\$ 68,330.00
Gregory Zytco	Patrolman	\$ 51,248.00 Jan – 28-Sept
Gregory Zytco	Patrolman	\$ 56,942.00 29-Sept – 31 Dec
Erik Soroka	Patrolman	\$ 45,553.00 1-Jan – 15-June
Erik Soroka	Patrolman	\$ 51,248.00 16-June – 31 Dec
Michael Brancheau	Patrolman	\$ 45,553.00 1-Jan – 30 June
Michael Brancheau	Patrolman	\$ 51,248.00 1-July – 31 Dec
Almin Hodzic	Patrolman	\$ 40,000.00
Joseph Mathews	Detective Stipend	\$ 1,000.00
James MacDonough	Detective Stipend	\$ 1,000.00
Shawn Bates	EMT Stipend	\$ 91.67
Michael Camerata	EMT Stipend	\$ 1,100.00
Erik Soroka	EMT Stipend	\$ 1,100.00
Gregory Zytco	K-9 Officer	\$ 1,000.00
Jerilynn Harris	Court Administrator	\$ 79,896.62
Lisa Rudd	Deputy Court Administrator	\$ 59,665.53
Rosemarie Hoover	Violations Clerk	\$ 16.72/Hr.
Illena Raffaele	Deputy Court Administrator	\$ 39,780.00
John Palmer	Judge	\$ 92,870.71
Patricia Mannon	Court Security	\$ 115.00/Session
Glenn Hawkswell	Court Security	\$ 115.00/Session
Jerilynn Harris	Call-Outs	\$ 55.00/Call Out
Lisa Rudd	Call-Outs	\$ 55.00/Call Out

Mrs. Kocher made a motion to approve the passage of Resolution 2017-31, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

2017-32

Governor's Council on Alcoholism and Drug Abuse  
Fiscal Grant Cycle July 2014-June 2019

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Township Committee of the Township of Mansfield, County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Township Committee has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Warren;

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Mansfield, County of Warren, State of New Jersey hereby recognizes the following:

1. The Township of Mansfield does hereby authorize submission of a strategic plan for the Franklin/Mansfield/Washington Borough Municipal Alliance grant for fiscal year 2018 in the amount of:

DEDR	\$ 7,382
Cash Match	\$ 2,215
In-Kind	\$ 5,537

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-32, which was seconded by Mr.

Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

**RESOLUTION # 2017-33  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY**

**WHEREAS**, Block 301 Lot 8.03 was exempt and sold in September 2015. In the process it was billed in 2016 for the full year and an added assessment was generated for the tax year 2016 that lead to the property being incorrectly billed for the tax year 2016;

**WHEREAS**, Block 301 Lot 8.03 original billing for 2016;

**WHEREAS**, the added assessment for 2016 should be deleted for 2016 including the total year end penalty for the account;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield this 11<sup>th</sup> day January, 2017 that the Township Assessor are hereby authorized to delete the added assessment billing and total year end penalty from Block 301 Lot 8.03:

Mrs. Mora Dillon made a motion to approve the passage of Resolution 2017-33, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

**RESOLUTION # 2017-34  
  
FOR TRANSFER OF FUNDS  
  
TOWNSHIP OF MANSFIELD  
WARREN COUNTY, STATE OF NEW JERSEY**

**WHEREAS**, there are insufficient funds in some of the 2016 budget line items; and

**WHEREAS**, N.J.S.A. 40A:4-58 permits the transfer of appropriation reserve funds before April 1, 2017.

**NOW, THEREFORE BE IT RESOLVED**, (not less than two-thirds of all members thereof affirmatively concurring) that the Chief Financial Officer of Mansfield Township, County of Warren, State of New Jersey, is hereby authorized to make the following transfers in accordance with the provision of this resolution:

<b><u>Account:</u></b>	<b><u>From:</u></b>	<b><u>To:</u></b>
Streets & Roads S/W	\$ 1,238.39	
Employee Group Insurance		\$ 938.39
Public Defender Misc.		\$ 300.00
<b>TOTALS</b>	<b>\$ 1,238.39</b>	<b>\$ 1,238.39</b>

Mrs. Kocher made a motion to approve the passage of Resolution 2017-34, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

**ORDINANCE:**

**ORDINANCE 2017-02**

**ORDINANCE TO CANCEL CAPITAL ORDINANCES OF THE TOWNSHIP OF  
MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY**

**WHEREAS**, there exists full-funded ordinances on the balance sheet of the General Capital Fund; and

**WHEREAS**, the fund creating these ordinances has been investigated and it has been determined that these ordinances are no longer needed and should be canceled;

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, that the following ordinances in the total amount of \$ 630.07 are hereby canceled to Capital Surplus.



Ordinance CA-2009-04

Purchase of Office Equipment	\$	130.01
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Ordinance CA-2013-02

Purchase of Mig Welder	\$	500.06
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Mrs. Mora Dillon made a motion to introduce Ordinance 2017-02 with a public hearing to be held February 8, 2017 at 8pm, which was seconded by Mrs. Kocher.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Misertino explained that he had requested that his salary be removed from the Salary resolution because his hopes are to use that money toward tablets for the Township Committee to hopefully use less paper and the rest of the money could just be applied to the regular budget.

Executive Session

Mrs. Kocher made a motion to enter into Executive Session, which was seconded by Mr. Misertino.

Mr. Lavery, Esq. stated that we are entering into Executive Session to discuss three matters Attorney Client privilege matter dealing with confidentiality of Executive Session, EDAC, Duarte, and a personnel matter dealing with the CFO.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery, Esq. stated that during Executive Session to discuss three matters Attorney Client privilege matter dealing with confidentiality of Executive Session, EDAC, Duarte, and a personnel matter dealing with the CFO, copies of these minutes will be available as soon as the Committee feels they are no longer a harm to the public interest.

Mr. Misertino made a motion to accept the resignation from Ms. Griggs from her position on EDAC, from Charles Daniel from his position, and also Elaine Drazek from the Environmental Commission and the Land Use Board, which was seconded by Mr. Hayes.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mrs. Mora Dillon made a motion to advertise for the CFO position, which was seconded by Mr. Misertino.

Ayes: Mr. Misertino, Mr. Hayes, Mrs. Kocher, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

#### COMMITTEE PERSON COMMENTS:

Mr. Watters stated that we have a contract with Honeywell are we planning to move forward with it for this year.

Ms. Hrebenak asked if we could hold off until the next meeting.

Mr. Watters stated that the Committee received paperwork on the Community Aggregation, what are the thoughts of the Committee members.

Mr. Watters asked if anyone is interested on a presentation for the Community Aggregate energy.

The Township Committee agreed that this would be helpful to making a decision.

Mr. Watters asked what our position is on the request for the property in Anderson.

Mr. Lavery stated that we would need to look into this before we proceed.

Mr. Hayes stated that he contacted Warren County Morris Canal Association in regards to their meeting and appointment of a representative from our municipality, they are looking to have more access and walking trails.

Mrs. Mora Dillon stated that at the Recreation Workshop the members agreed that they would like Brian Bigham to be the Chair for recreation.

Mr. Watters appointed Brian Bigham as the Chair for recreation.

Mr. Misertino asked if it was wise to have a new person sit as Chair to recreation.

Mrs. Mora Dillon stated that there was no one else interested in sitting in this position.

Mrs. Kocher had nothing to report.

Mr. Hayes made a motion to adjourn at 9:15pm, which was carried by all.